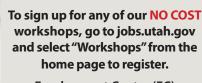
## LEHL SERVICE AREA

**Job Seeking Skills Workshops** 

Open to a	II Job See	king Custom	ers
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Workshop	Date	Time	Location
<b>RESUMÉ WRITING:</b> Learn how to write and design a cutting-edge resumé and cover letter or "power-up" a current resumé to get that interview! This workshop is designed for customers who are READY to write a resumé and start actively job searching.	Jan 15	9:00 am-12:00 noon	Lehi EC
<b>INTERVIEW SKILLS:</b> Learn to be confident in an interview, research employers, market your skills, and answer questions to enhance interview effectiveness.	Jan 15	1:00 рм-4:00 рм	Lehi EC
JOB CLUB: Build your network, develop your job search plan, receive career guidance, learn and develop various job-seeking skills, gain confidence in your abilities, listen to guest speakers and learn which employers are hiring and what they expect.	Jan 8, 10, 15, 17, 22, 24, 29, 31	8:00 ам-9:00 ам	Lehi EC
<b>JOB SEARCHING WITH TECHNOLOGY:</b> Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications, and sending / posting resumés—basic computer skills required.	Jan 22	9:00 am-12:00 noon	Lehi EC
<b>NETWORKING STRATEGIES:</b> Learn how to design and implement a strategic networking plan and find employment OPPORTUNITIES in the "hidden" job market.	Jan 22	1:00 рм-4:00 рм	Lehi EC
<b>EMPLOYMENT ESSENTIALS:</b> Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Jan 11, 18, 25 Jan 14, 17, 24, 28, 31	8:30 AM-10:30 AM 1:00 PM-3:00 PM	Lehi EC Lehi EC
<b>JOB PREP LAB:</b> DWS staff assistance with registration, resumés, completion of job applications, mock interviews, cover letters, thank you letters etc.	Jan 11, 18, 25	1:00 рм-3:00 рм	Lehi EC



Employment Center (EC) Location

Lehi EC 557 West State Street

For additional information regarding these workshops, please contact Rebecca at 801-342-2655.

Plan to arrive 10-15 minutes before the workshop begins. Workshops START at the scheduled time. With respect to customers who arrive on time, late-comers will be asked to re-schedule.

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